



## Accounts Payable Specialist - 80%

[Administrative Services Division](#)

**Job Announcement Code: 15-02643**

[Printable Job Announcement](#)

### Deadline

August 3, 2015

### Salary Information

Starting pay is \$21.08/hour plus great benefits. This classification is in pay schedule-range 02-15. A six-month probationary period is required. Pay upon transfer, demotion or reinstatement is based on the compensation rules applicable to the transaction.

### Introduction

Join the Department of Workforce Development for the opportunity to help build the workforce to move Wisconsin forward!

The Division of Administrative Services is currently recruiting talented individuals to apply for a Financial Specialist - Advanced position. This position is budgeted at 80% (approx. 32 hours/week). This position is located in downtown Madison in close proximity to a variety of food, music and merchandise venues. For more information about the DWD, please visit <http://dwd.wisconsin.gov/dwd/aboutdwd.htm>.

DWD offers an exciting place to work with an excellent benefits package, a casual office environment, flexibility, a variety of work schedules, and many opportunities to develop and grow your skills.

### Job Duties

This position is responsible for all activities necessary for processing a variety of payment requests and accounts receivable using automated accounting systems; and entering a broad variety of complex payment requests into the DWD/State automated accounting systems. Additionally, this position participates in the development and maintenance of the automated accounts payable system and other financial systems. Several processing functions are of a complex nature caused by the necessity of dealing with several dozen different funding sources, allocation methodologies and cost distribution formulas. This position ensures that division staff are following DWD procurement practices. Additional responsibilities include resolving invoice problems, reimbursement and credit matters; reviewing the audit work of others; approving or rejecting invoice payments; requesting changes or corrections; interpreting various and complex audit policies and guidelines covering allowable department expenditures; monitoring the prompt payment of invoices and calculating interest amounts due on late

payments. Respond to inquiries from vendors or contractors relating to payment/receipt status or other issues requiring resolution. Conduct both manual and electronic file research in retrieving appropriate data pertinent to establishing readiness of payment requests. Identify potential or real audit issues and consider alternative methods of resolution. Consult with peers and others on problem resolution. Prepare reports on assigned areas of financial control functions.

### Required Knowledge, Skills and Abilities

**Knowledge of:** financial rules and regulations; auditing methods and techniques, including complex mathematical calculations with speed and accuracy; accounts receivable and account payable methods and practices; personal computers including, but not limited to Microsoft Word, Microsoft Excel, Microsoft Internet Explorer, Microsoft Outlook ; computer operations and spreadsheet applications and calculator operation; automated accounting systems, including those in mainframe and PC environments; knowledge of and ability to apply modern accounting and auditing principles, practices, and theories.

**Skills in:** identification and resolution of resolving problems; sound judgment in unique and complex situations; oral and written communications to establish and maintain effective working relationships with a variety of individuals and work as a team member; research and analytical skills.

**Ability to:** recognize inconsistency in payment amounts or quantities and order amounts or quantities; follow procedures and process accounting data in an automated accounting system environment; accurately enter data, perform system processing and obtain relevant results; interpret and apply statutes, rules, complex regulations, policies and procedures.

### Background Check

Due to the nature of this position, a criminal background check may be conducted prior to making an offer of employment.

### How to Apply

You are required to apply and take an examination online. The exam is available at [WiscJobs](#). Before you begin the on-line exam process, please use the "Preview Exam" feature to determine if you are interested in and qualified for this position.

Questions regarding the examination can be directed to Lisa Buske at (608) 266-9310 or [LKBJobs@dwd.wi.gov](mailto:LKBJobs@dwd.wi.gov).

Application/examination materials must be completed and finalized on-line by 11:59 PM on the deadline date. The application materials you submit are considered to be an examination. The materials will be evaluated and scored by a panel of experts, and the most qualified applicants will be invited to participate in the next stage of the recruitment process.

**Note:** Current state employees interested in transferring into this position **MUST** take the exam.